Healthy Babies are Worth the Wait
CATALYST
Planning and Reporting System

New User Guide

(Updated December 2013)

http://ky-catalyst.cquest.us

For Help or Questions, Contact Trudy Waldrop 502-564-2154 x4417 or trudy.waldrop@ky.gov

CATALYST for the New User

Purpose: This guide is designed as a brief introduction to the basics of CATALYST for the Kentucky Maternal and Child Health Program and Healthy Babies are Worth the Wait (contractors) new to the reporting system. It is not meant to give you an overview of the entire system details; however it will allow you to meet your services reporting requirements and facilitate further exploration of the system.

What is CATALYST?
CATALYST is the web-based reporting and monitoring system originally developed and used by Washington State. It has subsequently been adopted for use by several other states including Kentucky.

Who to contact if you need assistance:
Trudy Waldrop is the CATALYST technical support person for HBWW Health Babies are Worth the Wait and is available to answer your CATALYST questions. She can be contacted at trudy.waldrop@ky.gov or 502-564-2154, x4417.

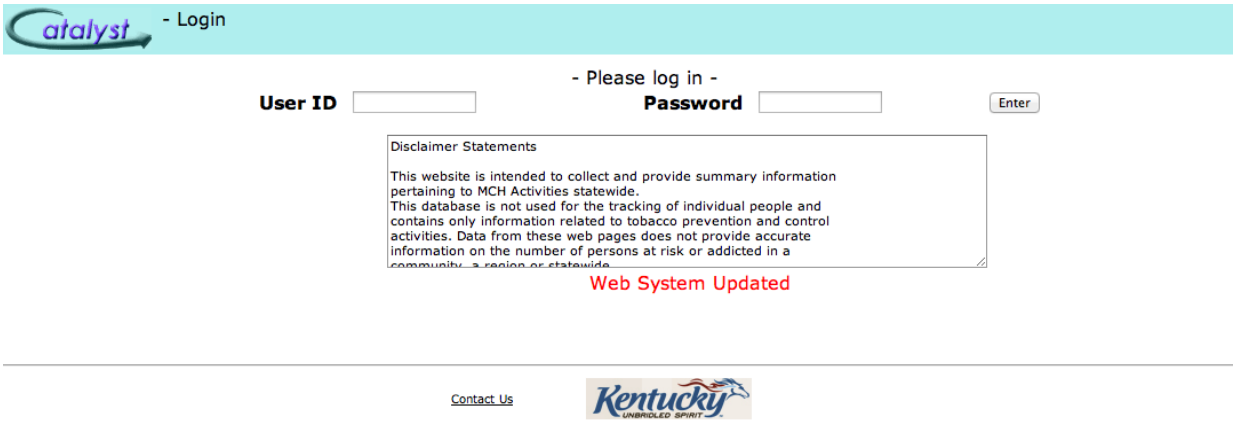
What you need to know to get started:
The web address for CATALYST – http://ky-catalyst.cquest.us.
After receiving the New User Guide, contact Trudy Waldrop for a user ID and password.

System Requirements:
- A computer
- Internet connection
- A web browser: Internet Explorer preferred
- Catalyst User's Guide

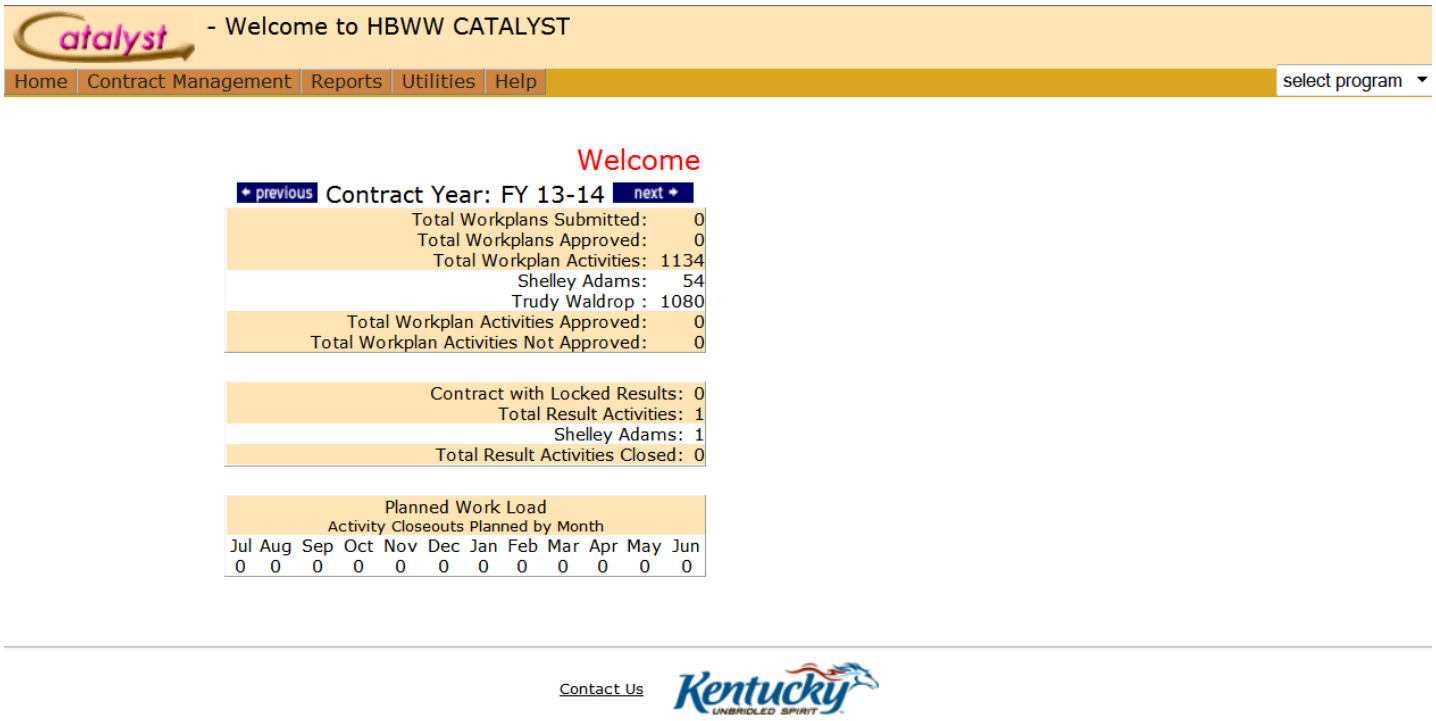
When to access CATALYST:
CATALYST is accessible whenever you need to access the system. Because CATALYST is web-based users can access the system any time of day and from any location. All you need is the web address, user id and password – and a computer with an internet connection and Internet Explorer.

Steps to Log In to Catalyst:

1. Open up your web browser – Internet Explorer and locate CATALYST online.
2. The web address http://ky-catalyst.cquest.us will lead you to the screen below.
3. Enter the user ID and password and click ENTER.



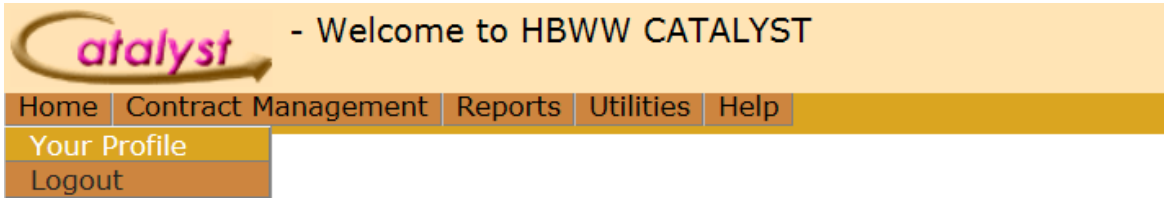
If you see the WELCOME screen (below) then you have successfully entered CATALYST. If your login is unsuccessful CATALYST will prompt you to attempt your login again.



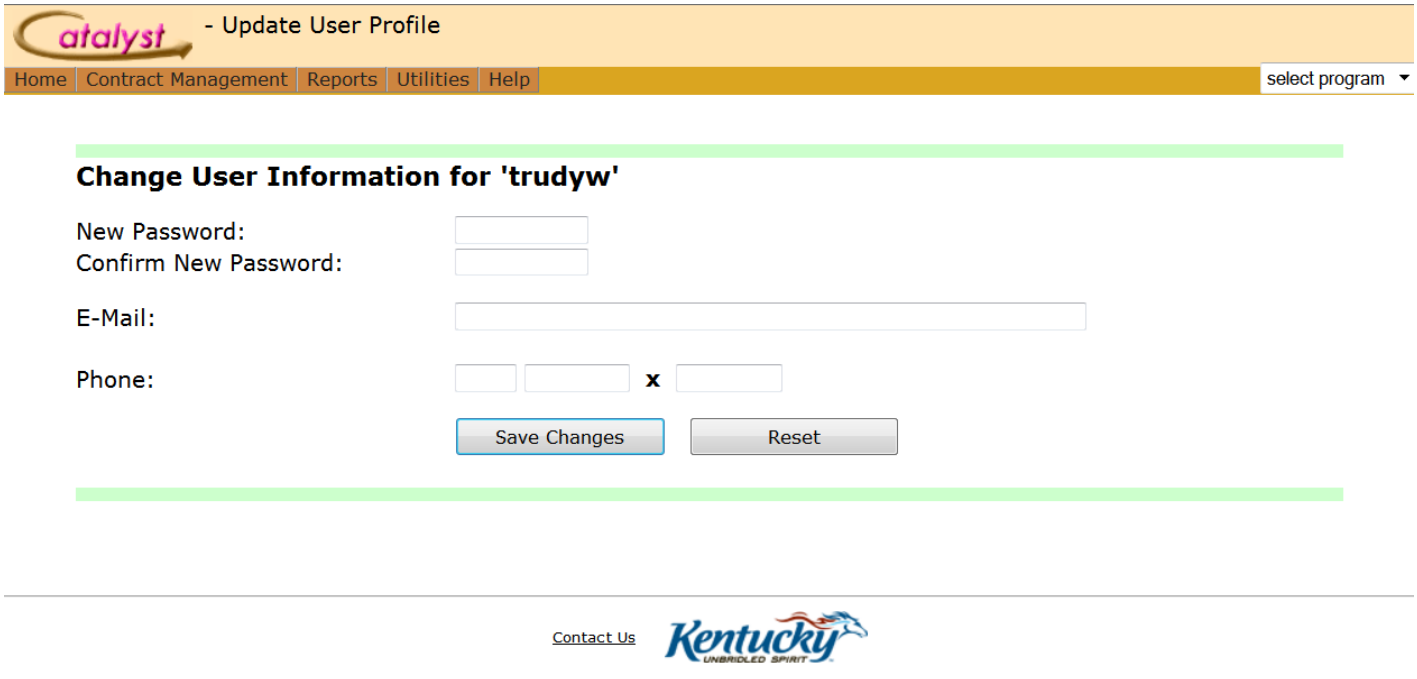
Changing Your Password

Steps:

1. From the brown toolbar select HOME – YOUR PROFILE.



2. The screen below will appear.
3. Enter your new password, confirm the password and make updates to your e-mail address and phone number if necessary and click SAVE CHANGES.

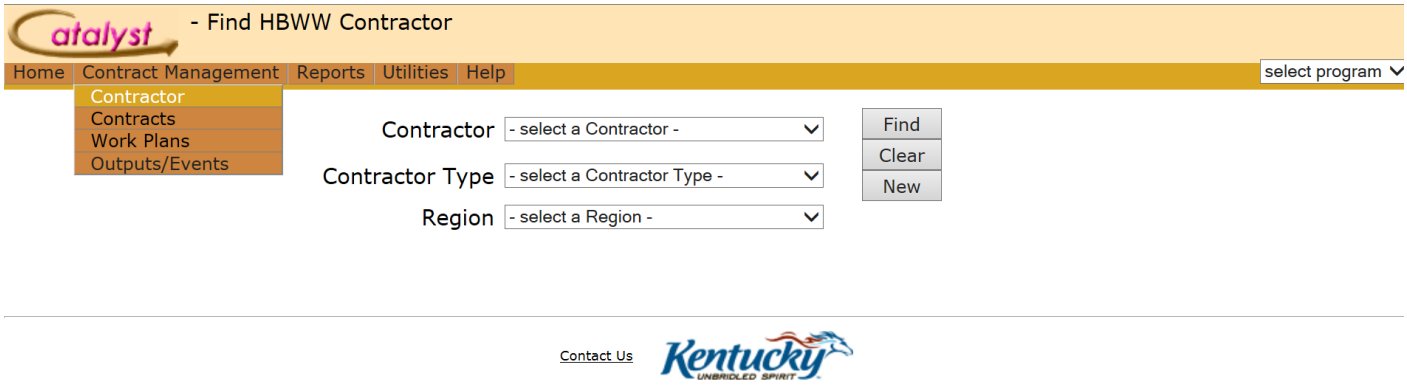


When to change your password:
Users are requested to change their password every few months. Passwords should be 9 characters long with a combination of letters and numbers.

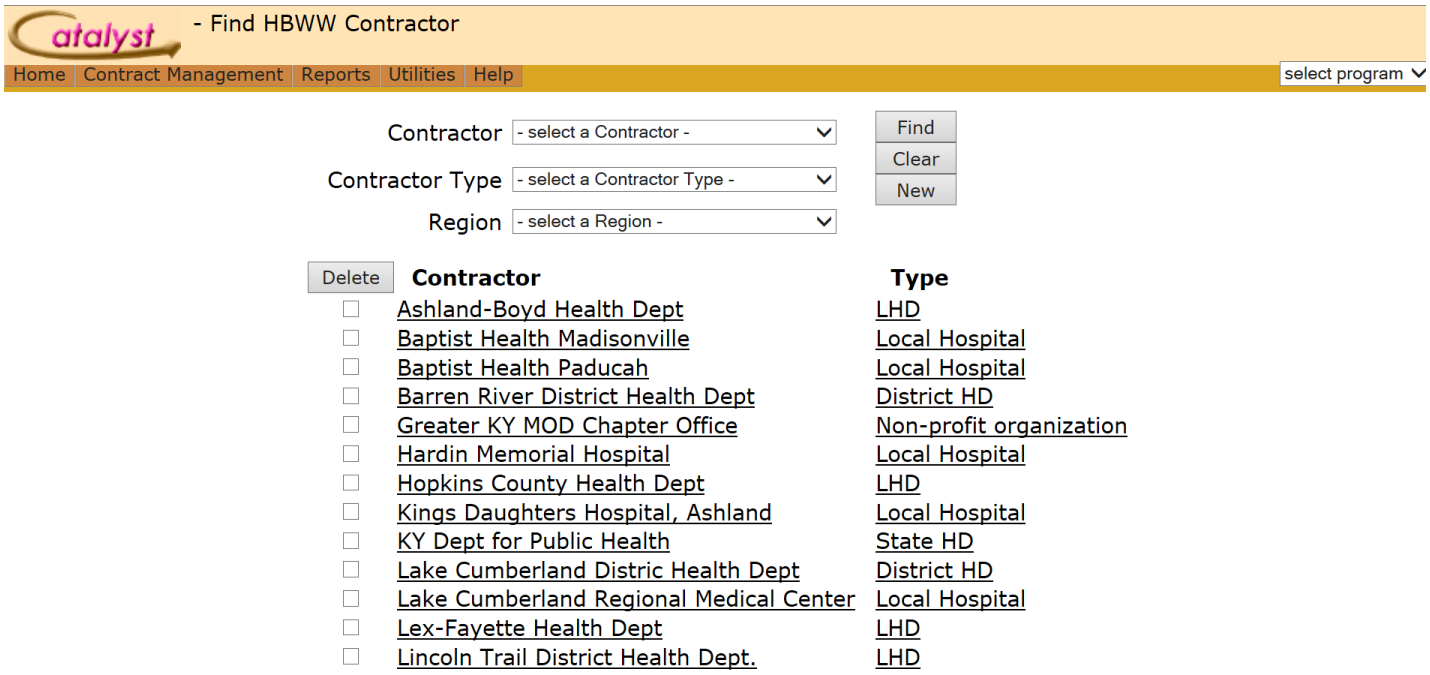
Entering Contacts in CATALYST-*OPTIONAL*

Steps for entering additional local health department contacts (Catalyst users):

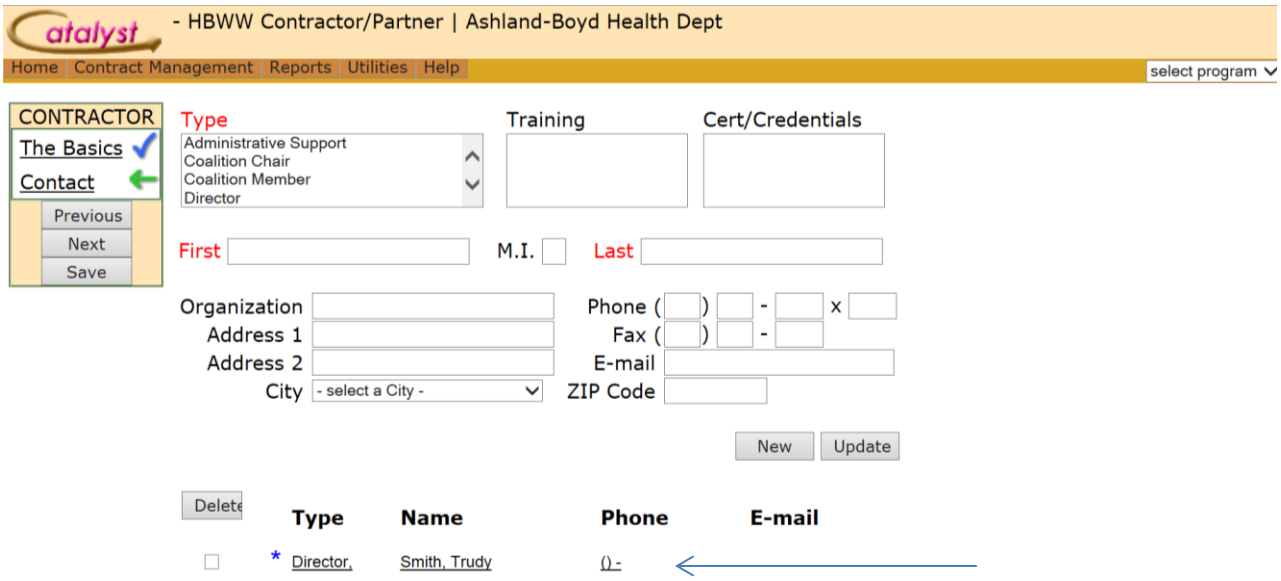
1. From the brown toolbar select CONTRACT MANAGEMENT – CONTRACTOR.



2. Select FIND and then click on the organization name on lower screen



3. This will take you to the “the basics” page, click on CONTACTS below this and it will take to the CONTACT page
4. Current contacts will be listed at the bottom of the screen.



5. To add a new contact, select NEW, select your CONTACT TYPE, TRAINING, and CERT/CREDENTIALS from the dropdown bars. Add your first name, last name, phone number, and email address and click UPDATE
   .

6. This will add your contact to the list at the bottom of the screen.
   IMPORTANT: If you want to add additional contacts select NEW to begin entering the contact and UPDATE to add the contact to the list at the bottom of the screen. To designate multiple contact types for a single contact, hold the keyboard control key while selecting the contact types with the mouse.

7. When contact entry is finished click UPDATE, then SAVE on the left side of the screen.

8. Select the box beside a person's name and click DELETE for any contacts no longer with your organization. Then click SAVE

When to add or edit contacts:

Users can add a new contact or change an existing contact in the system at any time. We encourage you to keep this feature current because this populates the various CATALYST reports/fields and is one of the primary ways we have to stay in touch with each other across the state. If you are new to the program then add your contact information to CATALYST now and delete any contacts that are no longer with your organization.

Reports to run to view system contacts: REPORTS – CONTRACT REPORTS
Contacts can be viewed with the Contact by Contractor Report and the Contact by County Reports

Activity Reporting in CATALYST

When to enter Results: It is best to enter results in CATALYST as they occur or at least monthly.

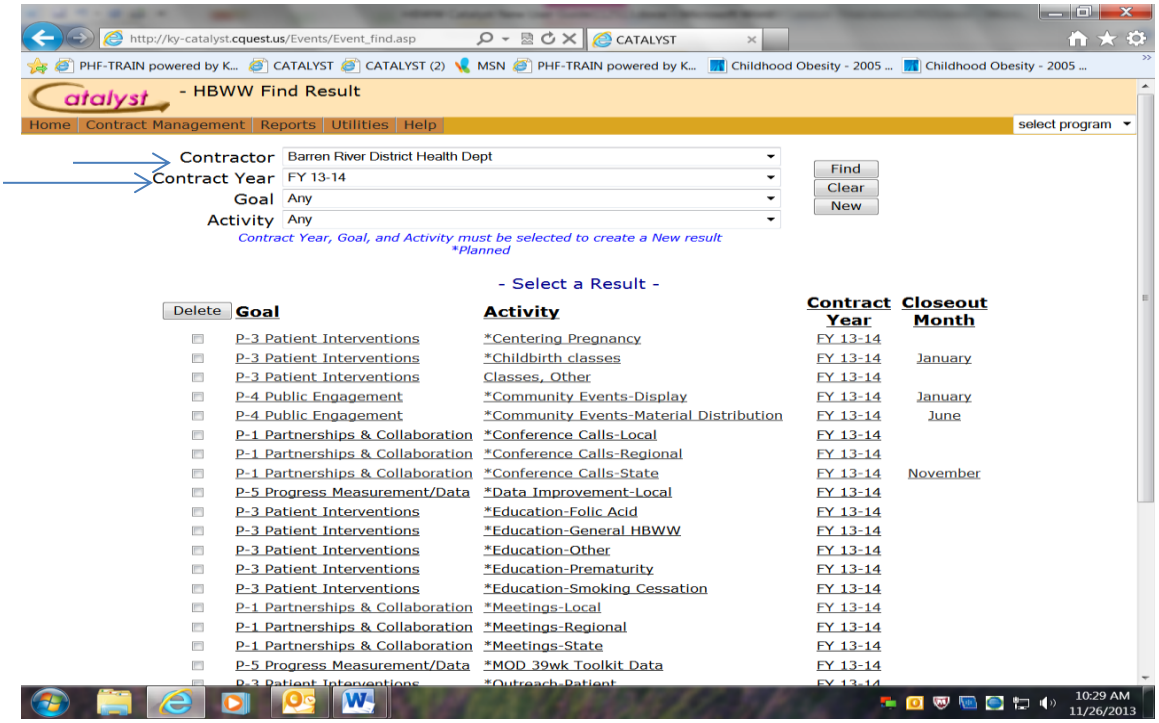
Steps for entering your Activity [= OUTPUT/EVENTS]:

1. From the brown toolbar select the tab for – CONTRACT MANAGEMENT – then from the drop down list, choose: OUTPUTS/EVENTS.

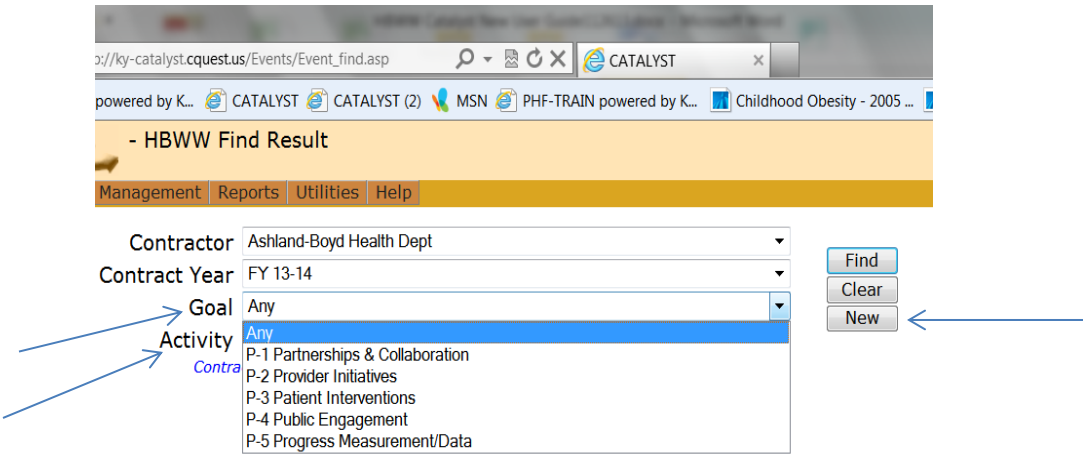
When you click on the Output/Events, it takes you to the Find Result screen

2. Select your agency from the dropdown list as CONTRACTOR, then select the CONTRACT YEAR.

You should see a list of activities already saved as choices. If you do not see a list under "select a result", then click FIND on the right. Click on the activity that you would like to report on to get to the next screen, where you report and make a journal entry for the activity.



Alternatively, if you want to add an activity that is not already on the list, you may use this screen to choose another activity from the work plan. Click on the dropdown for GOAL to choose one of the 5 HBWW goals; then click on the dropdown for ACTIVITY to see the available activities under that goal that are not currently on your list. Select the activity you want to report on, then click NEW

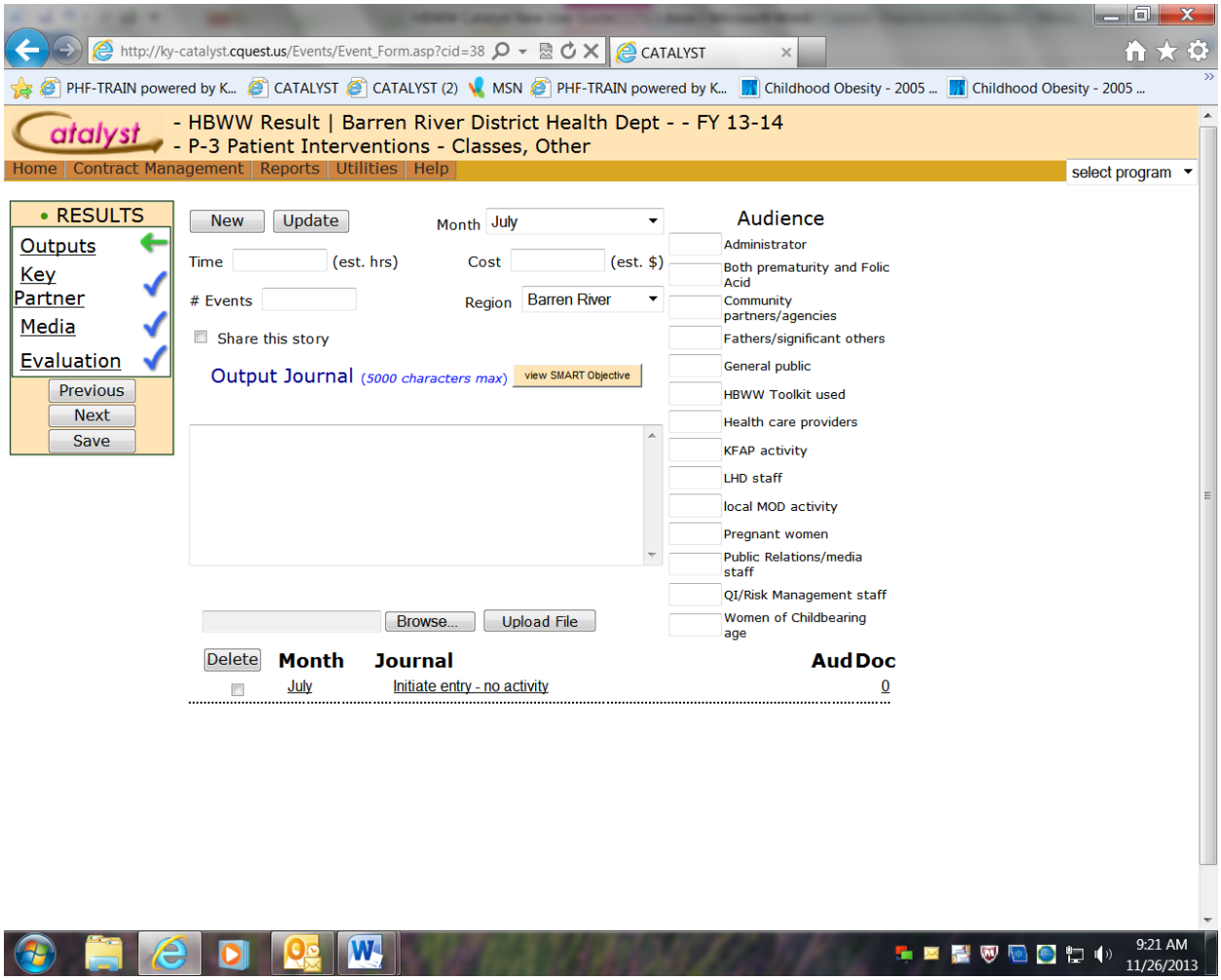


In summary, to get to the first reporting screen, you can either click on one of the activities in the list, or select your own goal and activity (as described above) and click on NEW.

There are FOUR screens available for reporting on each activity (Outputs, Key Partner, Media and Evaluation), but **only the Outputs screen is required** to create a journal entry. Use the reporting screens [called RESULTS screens in the system] to report details of actual activities:

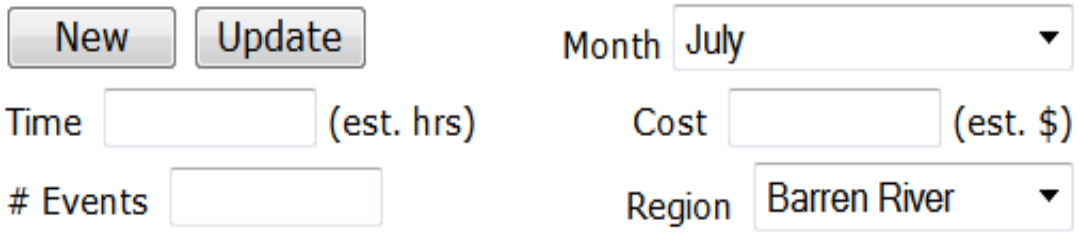
RESULTS SCREEN #1 - OUTPUTS/EVENTS

Note that the activity you selected is listed on the light orange toolbar next to the Catalyst logo. This is the only **required** screen for reporting events/activities.



To Report your Activity/Event

1. Click NEW to start a new Output Journal entry.
2. Select the MONTH the activity is starting.
3. Enter estimated TIME and COST. (Optional)
4. Enter # EVENTS this journal entry is reporting on – e.g., if you are reporting a Centering Group, you would enter “10” if you plan for the group to meet for 10 monthly sessions
5. Select the ADD REGION associated with this report if it did not pre-fill.

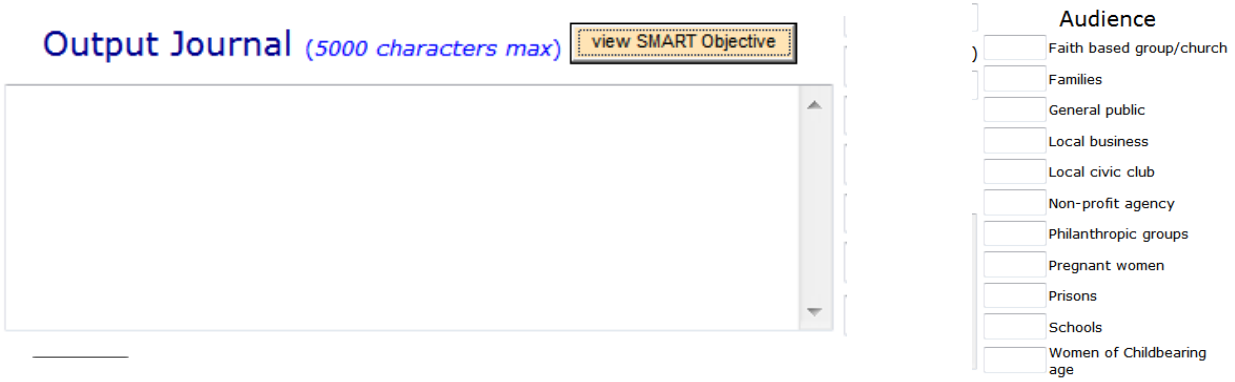


6. "Share your story" (Optional). If your activity was a success and you would like to share it with other sites as a best practice, you may click on "Share this story" to share your successes with other sites/contractors. You may view success stories by going to the REPORTS on the brown toolbar. See the REPORTS section at the end of this guide.

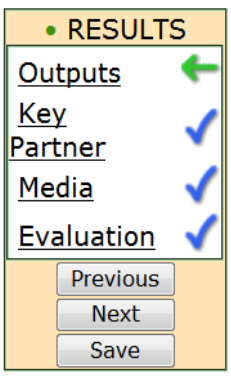
7. "Media Generated" (Optional) is to identify and track activities that attracted media coverage of some sort (press release, TV news spot, newspaper article, etc.). The activities tagged as "media generated" will show up on a report that tracks them all. If the media coverage was extensive, then you could provide more detail on the RESULTS -media screens

8. Record a brief description of your activity in the OUTPUT JOURNAL. The box will hold a maximum of 5000 characters.

9. Enter the number of people reached in the appropriate AUDIENCE category



10. UPLOAD (Optional). This field gives you the opportunity to upload a file or pdf relating to your activity—for example, meeting minutes, or a pdf of a newspaper article. Click on BROWSE to locate a file on your computer or jump drive. Click UPLOAD to upload the file. Then click on UPDATE to attach the file to this activity. [the attached file will not be saved until you hit the SAVE button—see step 12]



11. When you are finished click UPDATE (next to the NEW button) to add the entry to the list at the bottom of the screen.

12. Note the box at the Left of this screen, with the green arrow pointing towards "Outputs". This box will help you easily navigate to the other screens where you can add more detail about the event if appropriate. Green arrow points to the screen you are on.

(a) If you are not going to add information on the other screens about this activity, then hit SAVE.

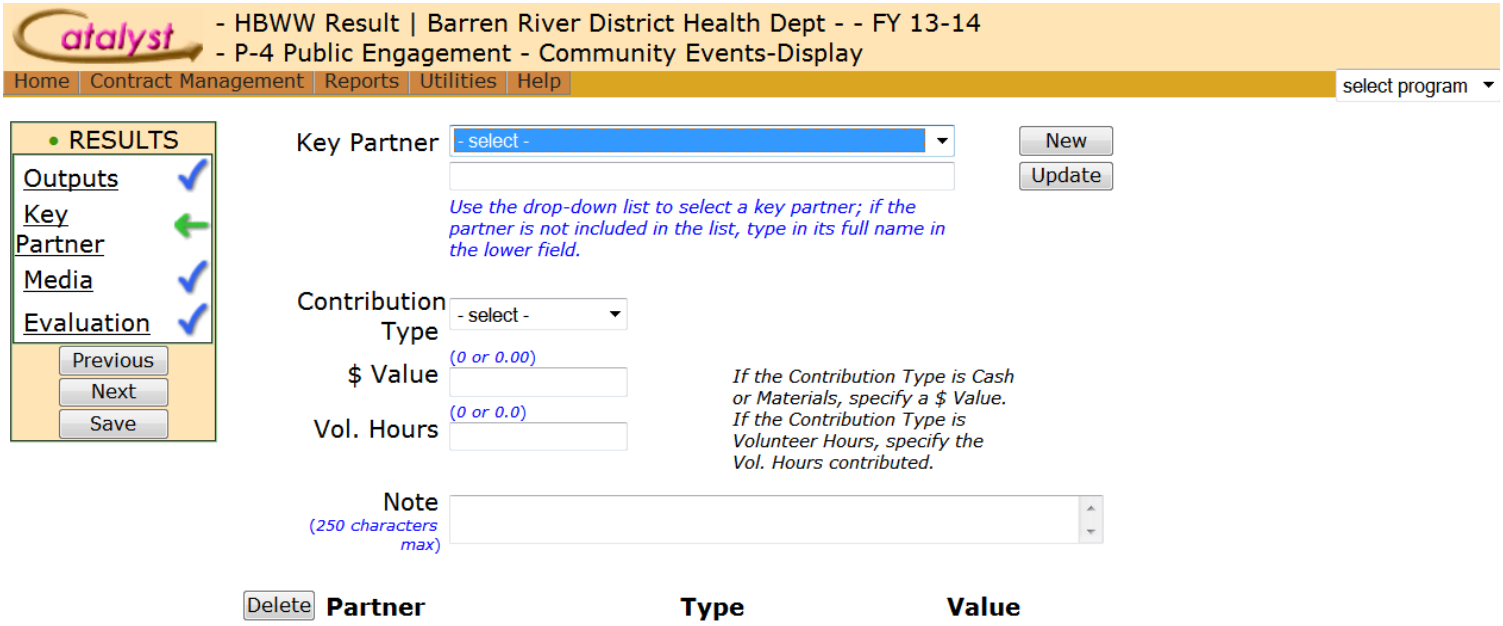
(b) If you are going to enter more information on the other screens, you can hit NEXT to move down the list, or click directly on the screen you want to move to [Key Partner/Media/Evaluation]

To Update an existing Activity/Journal Entry:

If something changes about an existing activity that you had previously entered, you can edit it easily.

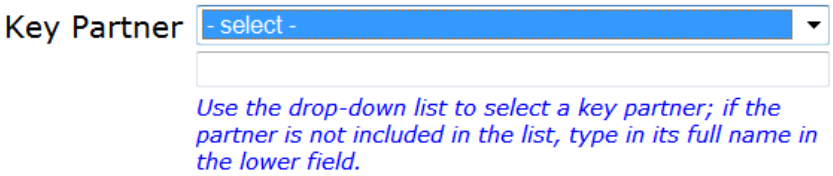
1. From the FIND RESULT Screen, click on the activity you want to edit/update
2. On the OUTPUTS Screen at the bottom you will see a listing of the previous journal entries.
3. Click on the journal entry you want to edit. The numbers you originally entered will appear back in the boxes on the screen.
4. Make any changes (e.g., change the audience # from the 10 you originally recorded to 20, since you had a bigger crowd than you anticipated)
5. Click the UPDATE Button
6. Click SAVE – the journal entry for the activity is saved with the new information.

RESULTS Screen # 2- KEY PARTNER (optional)

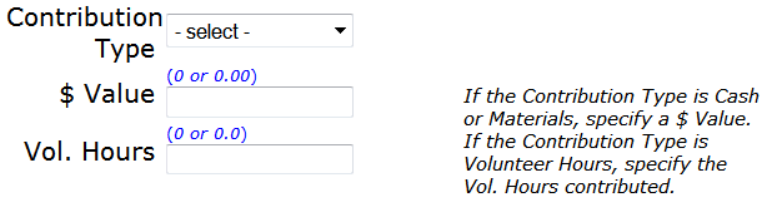


The KEY PARTNER screen is to be used to document partnerships, cash donations, volunteer activity and other in-kind contributions if applicable.

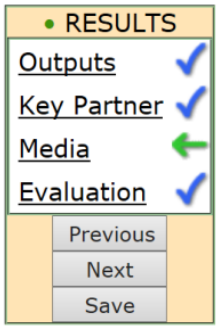
1. The KEY PARTNER dropdown menu lists several state and local partners. You can enter additional partners by entering them in the blank text field.



2. Select CONTRIBUTION TYPE from the dropdown list; enter the VALUE or VOLUNTEER HOURS and a NOTE as appropriate.



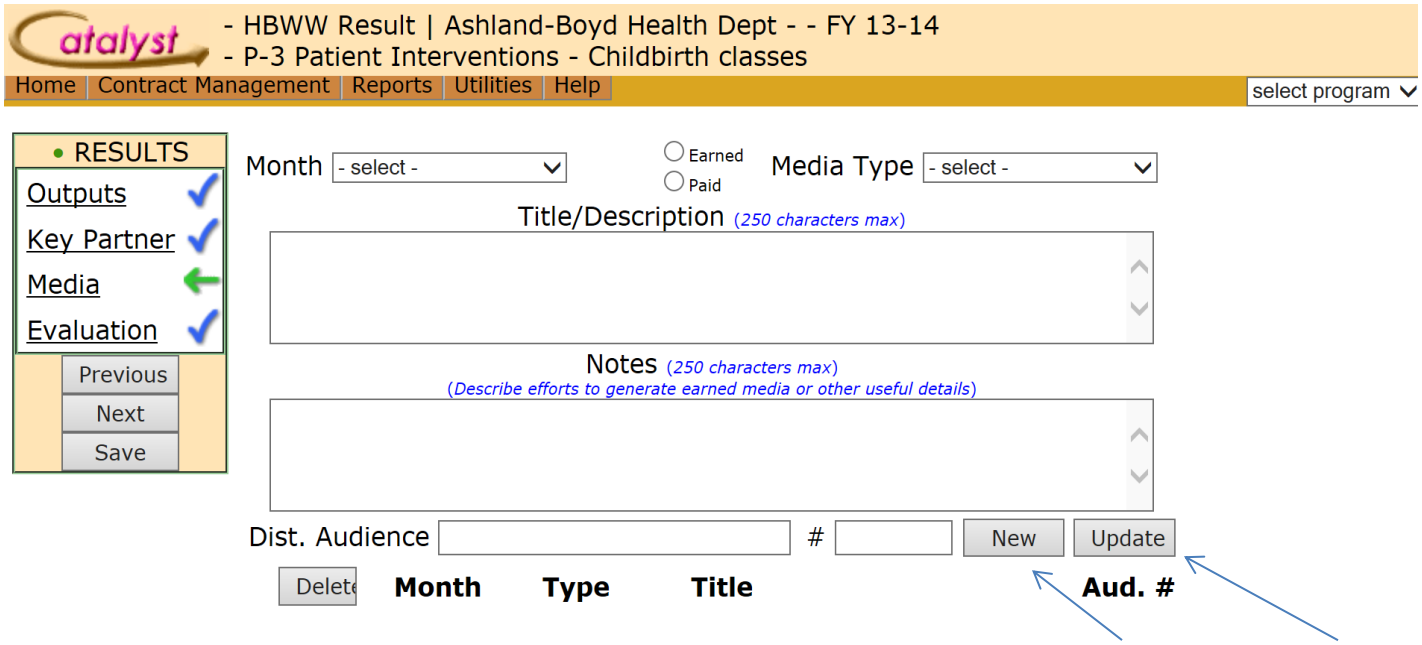
3. Click UPDATE to add the entry to the list at the bottom of the screen. You can enter more than one partner contribution by clicking NEW, entering data and clicking UPDATE.



4. If the Key Partner screen completes the information you want to enter on this activity/ event, then click on SAVE.

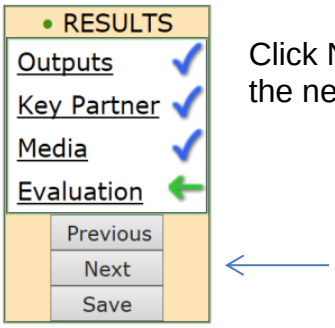
If you want to enter additional information on the other screens, click NEXT or MEDIA on the left side of the screen to move to the next screen.

RESULTS Screen #3- MEDIA (optional)



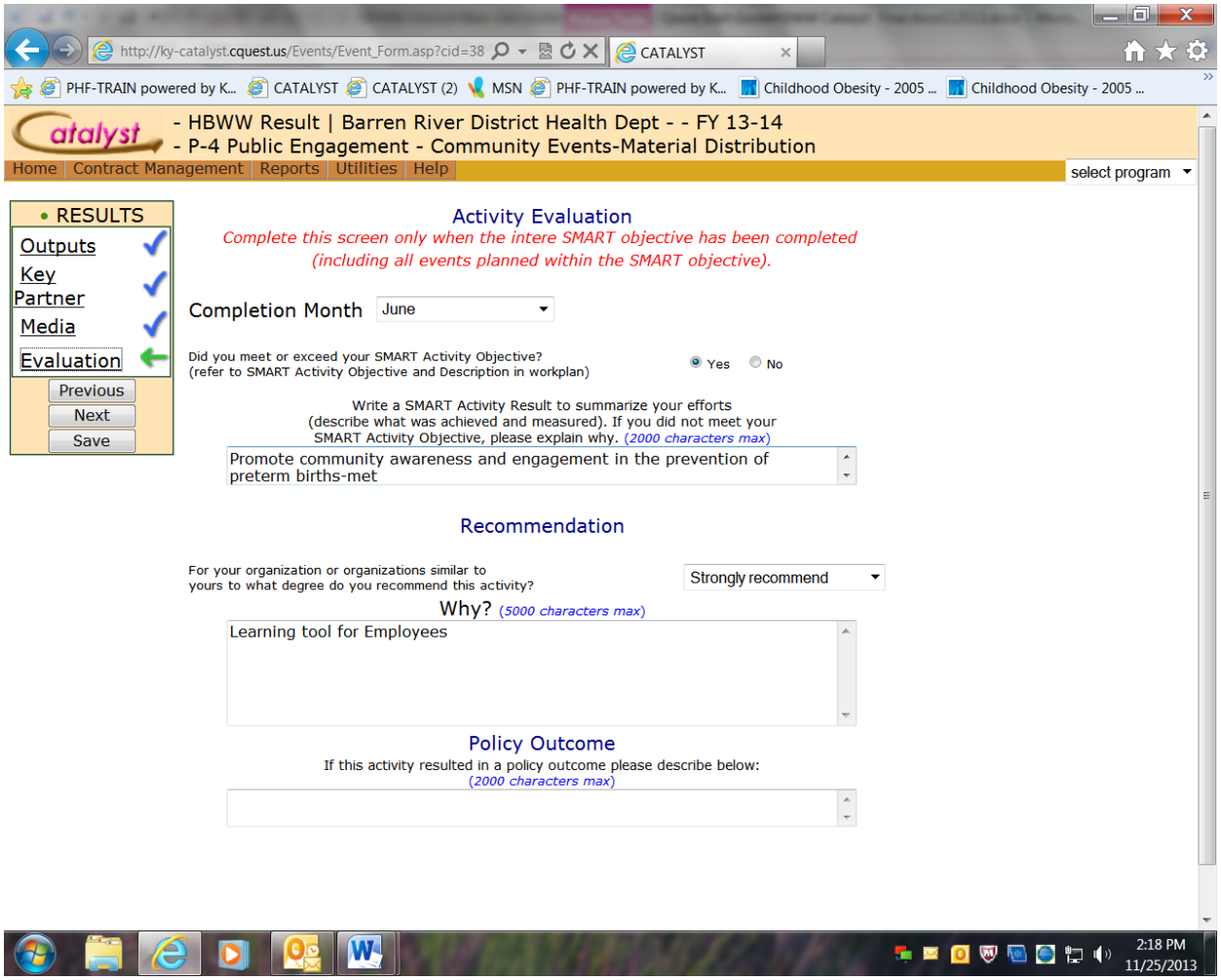
The MEDIA screen is to be used to document media activity (including good publicity on the front page of the paper!)

1. Select the MONTH the media started running
2. Select Earned or Paid – If your organization or a partner organization paid for the media, then mark as “paid”. Otherwise, put “Earned”
3. Select the MEDIA TYPE
4. In the Title/Description box you can document a description of your Media. This should include a description of how long the media runs, if it is more than one month.
5. Click UPDATE to add the entry to the list at the bottom of the screen. You can enter more than one partner contribution by clicking NEW, entering data and clicking UPDATE.
6. Click NEXT or EVALUATION on the left side of the screen to move to the next screen.



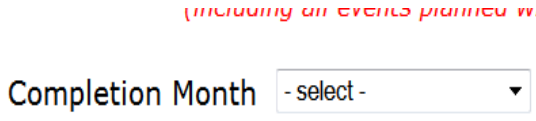
Click NEXT or EVALUATION on the left side of the screen to move to the next screen.

RESULTS Screen # 4- EVALUATION (optional)

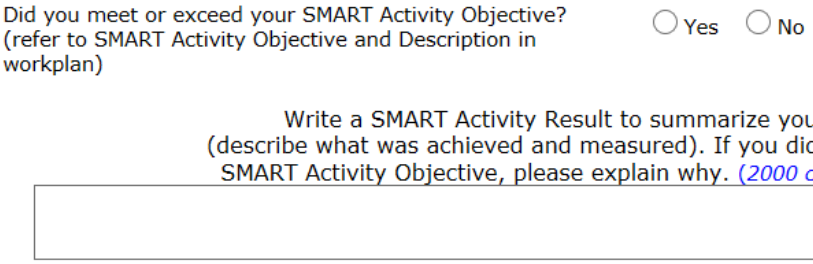


EVALUATION is the last RESULTS Reporting Screen. Complete this screen when you have completed your activity. This screen gives you the opportunity to make a recommendation whether others should do this activity or not. If there was a policy outcome, it can be recorded here. Recommendations and Policy Outcomes can then be viewed in REPORTS.

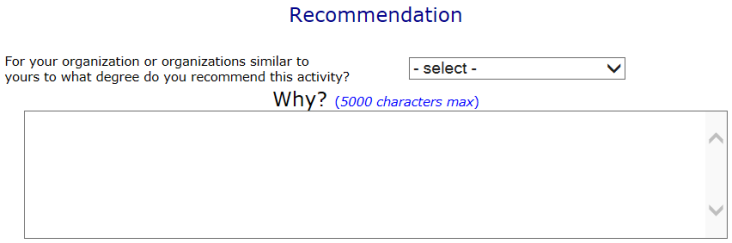
1. Select a COMPLETION/CLOSEOUT MONTH from the dropdown box.



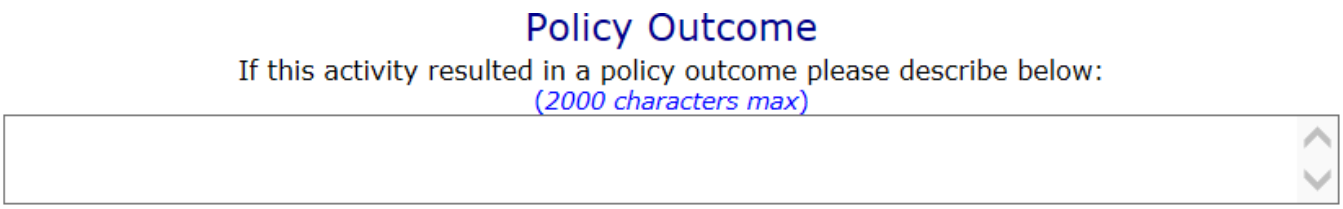
2. If applicable, indicate if you met the SMART Activity Objective given in your work plan for this activity and explain if appropriate.



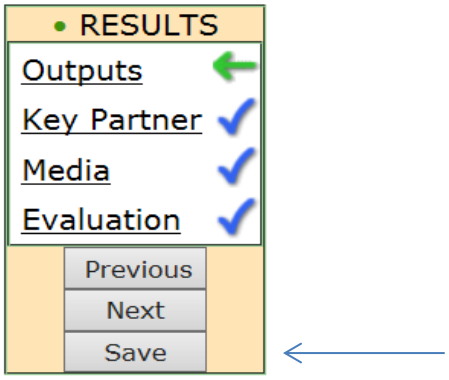
3. Indicate if you would (or would not) recommend this activity to other contractors as carried out in your work plan and explain.



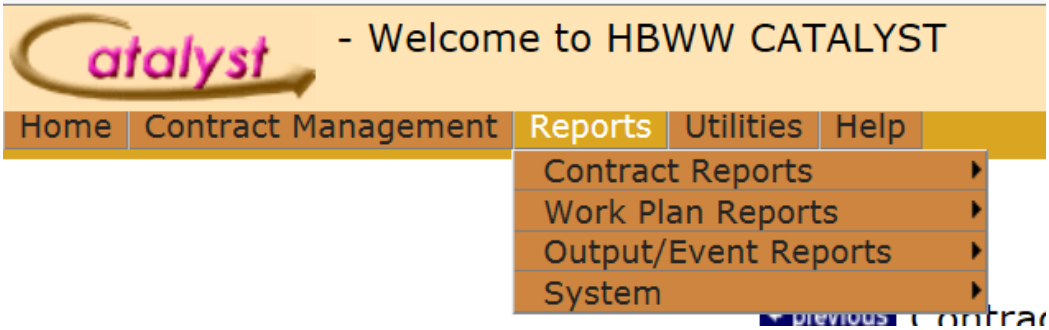
4. Enter a POLICY OUTCOME if it applies to this particular activity.



5. **IMPORTANT:** When you are finished click **SAVE** to save the entire result for this activity/goal combination.

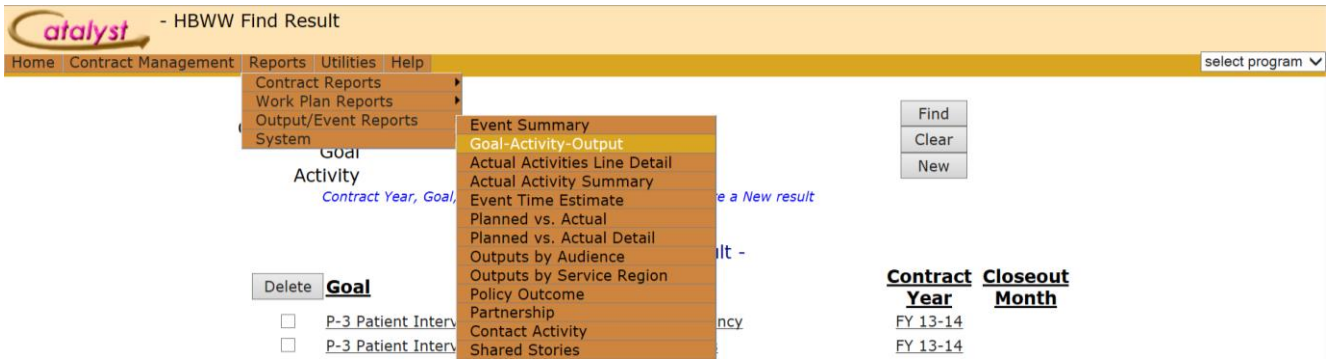


Reports to run to view Outputs:

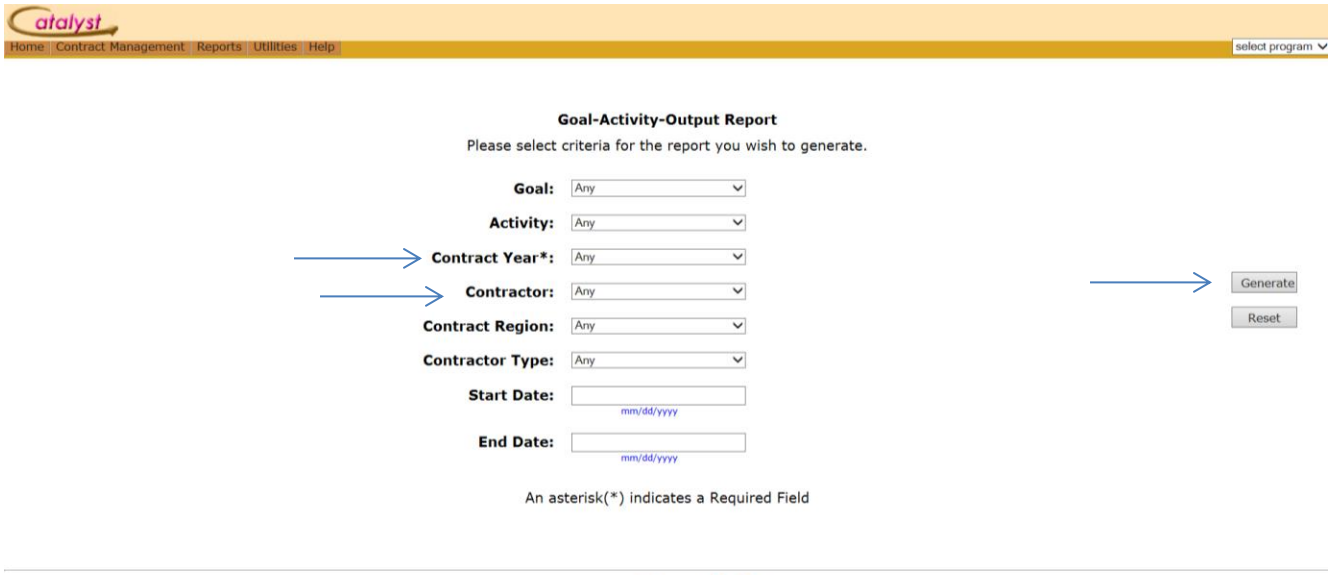


Reports to run to view Results/Outputs/Activities

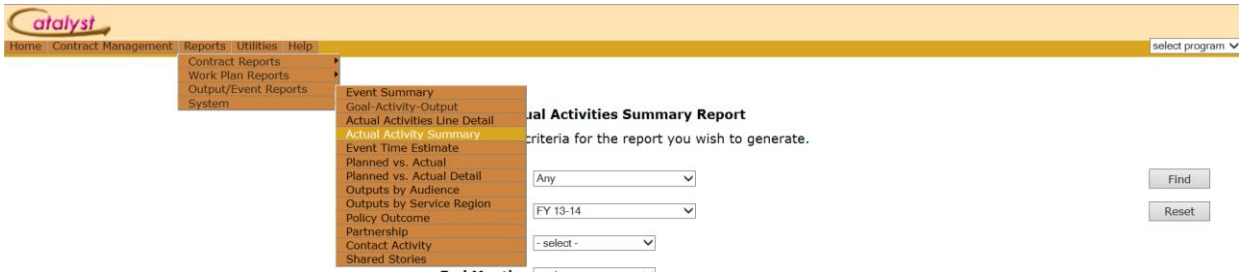
1. Go to the REPORTS on the brown toolbar – then drop down to OUTPUT/EVENT REPORTS, then GOAL- ACTIVITY-OUTPUT



Click on the Contract year, and the Contractor, then hit GENERATE. It is not necessary to click on a specific goal/activity, unless that is what you are specifically looking for.



2. Another excellent report to run is the OUTPUT/EVENTS REPORT, ACTUAL ACTIVITY SUMMARY.



Same as other reports, click on the YEAR you are looking at, and the CONTRACTOR, and click on FIND. This will bring the contractor to the bottom of the page, click on contractor you are searching for, and then it will generate the report.

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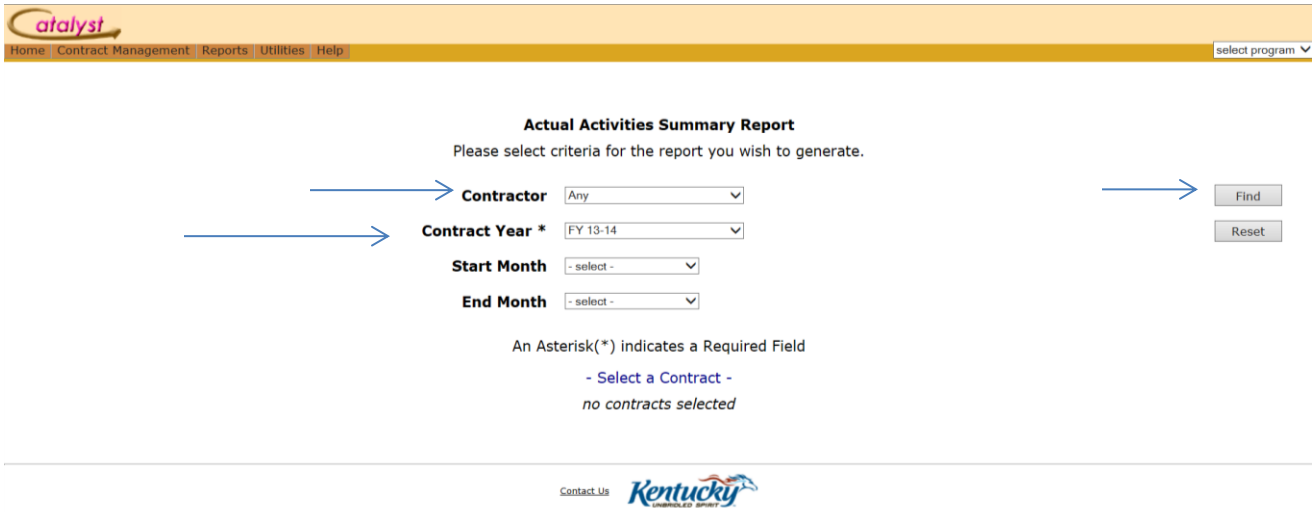
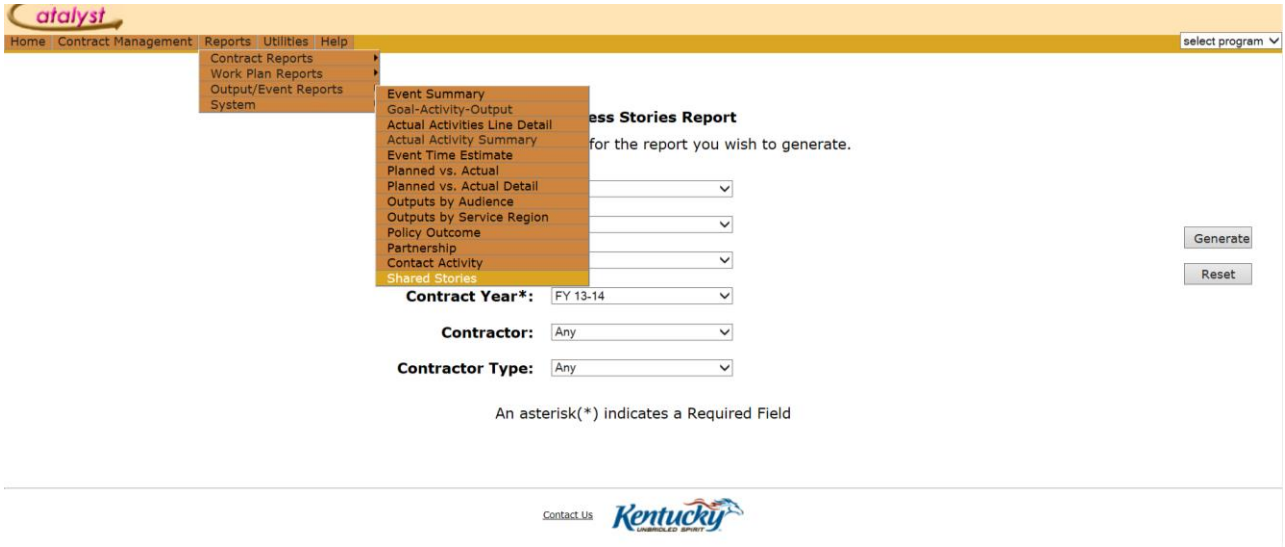
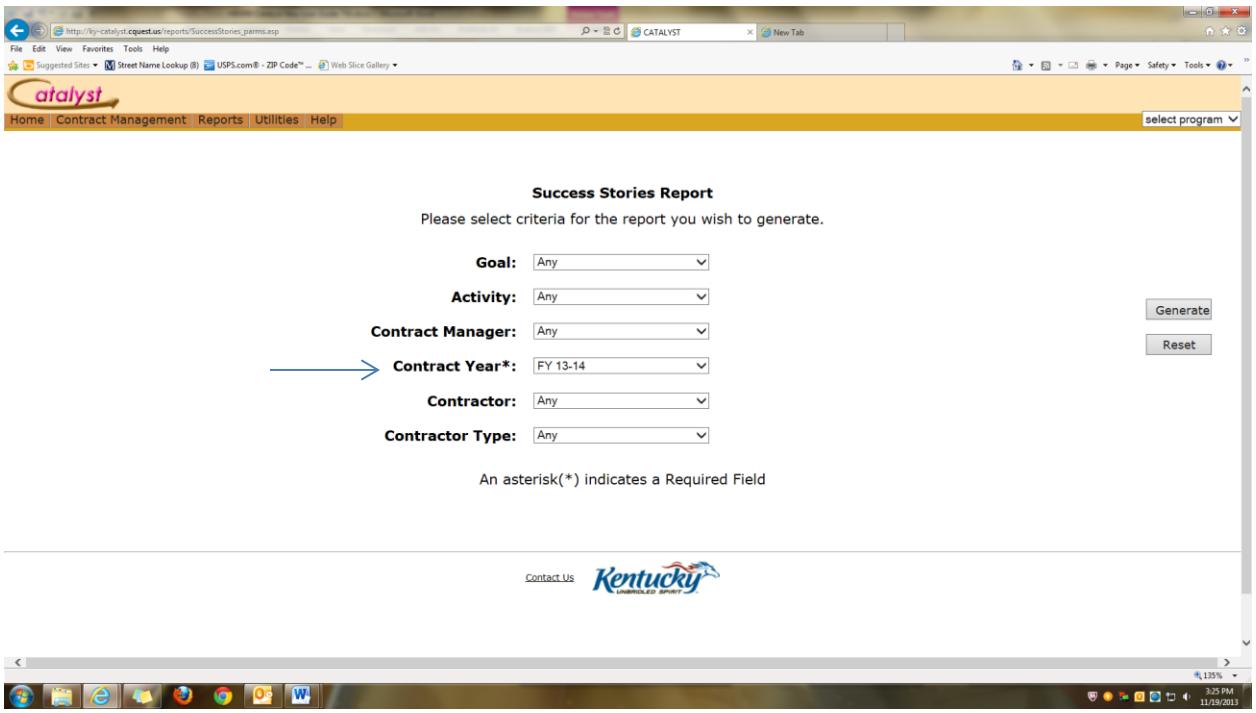


3. Sharing Success Stories Report. Go to REPORTS on the brown toolbar. Then down to Output/Events Reports-Shared Stories.



Click on the CONTRACT YEAR, and hit GENERATE. This will allow you to see other contractor's success stories.



This report will list the Activity, Contractor, Month and Success Story. This is what the report will look like.

Other reports are available using the same procedure. If there is a report not on the list that you would like to have, please contact Trudy Waldrop.

CATALYST Goal/Activity List

Goal: P-1 Partnerships & Collaboration
Conference Calls-Local
Conference Calls-National
Conference Calls-Regional
Conference Calls-State
Media/Marketing
Meetings- National
Meetings-Local
Meetings-Regional
Meetings-State
Presentations- Local
Presentations- Regional
Presentations-National
Presentations-State

Goal: P-4 Public Engagement
Community Events-Display
Community Events-Material Distribution
Outreach-General
Outreach-Special Populations
Presentations

Goal: P-2 Provider Initiatives
Media/Marketing
Policy Implementation
Provider Incentives
Professional Education – Host/Sponsor/Plan
Professional Education/training - Attend

Goal: P-5 Progress Measurement/Data
Data Collection-Local
Data Collection-National
Data Collection-Regional
Data Collection-State
Data Improvement-Local
Data Improvement-National
Data Improvement-Regional
Data Improvement-State
MOD 39wk Toolkit Data
Quality Improvement-KY Collaborative
Quality Improvement-Local Project
Quality Improvement-Regional

Goal P-3 Patient Interventions
Centering Pregnancy
Childbirth classes
Education-Community Resources
Education-Folic Acid
Education-General HBWW
Education-Other
Education-Prematurity
Education-Smoking Cessation
Materials Distribution-Community Resources
Materials Distribution-Folic Acid
Materials Distribution-General HBWW
Materials Distribution-Other
Materials Distribution-Prematurity
Materials Distribution-Smoking Cessation

Media/Marketing Patient Incentives Patient Outreach

CATALYST Terminology

10 Essential Health Services: The Essential Services provide a working definition of public health and a guiding framework for the responsibilities of local public health systems.

Activity: A program approach or strategy that is intended to achieve a short-term or intermediate outcome.

Contact: A local health department Catalyst user.

Contract Management: Activities or services associated with the role and responsibilities of the person entering into Catalyst

Contractor: A local or district health department, university, etc…

Event: The implementation of an activity. For example, printing of a newspaper article, or teaching of a class is an event.

Goal: The goal is the purpose toward which activities are directed. Activities are organized by goal.

Key Partner: A contributing organization or individual. For example, a grocery that donates snacks, a stakeholder who contributes staff time or an organization who contributes space to plan or implement an activity.

Outputs: Indicators that demonstrate an event is complete within your activity work plan. Also described as measures of "what did you do". For example, the number of individuals who attended a class is an output.

Output Reporting: Recording and updating Outputs (activities) in the Outputs/Events screens.

Output Journal: The primary component of Output Reporting. Generally journaling is a summary or work on a monthly basis.

SMART Objective: A description of work plan activities that are Specific, Measurable, Achievable, Relevant, Time-bound

Target Audience: The target audience is the specific population for whom a behavior or attitudinal change is desired.

Work Plan: The set of activities selected for implementation in your service area for a selected fiscal year. Formerly known as the "community" plan.